



King County

CWP WORK CREW SUPERVISOR

DEPARTMENT OF ADULT & JUVENILE DETENTION

COMMUNITY CORRECTIONS DIVISION - COMMUNITY WORK PROGRAM

Hourly Rate Range: \$18.09 - \$22.93

Job Announcement: 05RF4873

OPEN: 10/5/05 CLOSE: 10/21/05

WHO MAY APPLY: This career service position is open concurrently to all King County employees and the general public. List will be established to fill current vacancies and may be used to fill future vacancies as they occur.

WHERE TO APPLY: Required forms and materials must be submitted to the King County Department of Adult & Juvenile Detention (DAJD), Human Resources Office. Materials may be either:

- Mailed to: KC DAJD Human Resources, 500 Fifth Avenue (M/S: KCF-AD-0600), Seattle, Washington 98104;
- Hand Delivered to: KC DAJD Human Resources, King County Courthouse, 516 Third Avenue, Room E-245, Seattle, Washington; or,
- E-Mailed to: Recruitment.DAJD@Metrokc.gov

Application materials must be received by 4:30 p.m. on the closing date. Postmarks are accepted.

Applications not received at the location specified may not be processed. Further inquiries may be directed to DAJD Human Resources at 206-296-4114.

FORMS AND MATERIALS REQUIRED: A [King County application form](#) and applicant data sheet which can be found at <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm> ; **plus**, response to the supplemental questionnaire accompanying this announcement. A resume may be submitted, but will not substitute for the required materials.

WORK LOCATION: The DAJD Community Corrections Division Office is located at 400 Yesler Way in Seattle; however, daily work is conducted at various site locations in and around King County facilities and other contract agencies throughout King County.

WORK SCHEDULE: The current vacancies are Tuesday through Saturday, 7:30 a.m. to 3:30 p.m.; and Monday through Friday, 6:30 a.m. to 2:30 p.m.. (T-S assignment will serve as back-up to the M-F shift.) Candidates are required to be available to work additional shifts, as needed. Schedule assignments are subject to the staffing needs of the department and bargaining unit bidding process as applicable.

PRIMARY JOB DUTIES: This classification is responsible for the supervision, monitoring and coordination of the landscape maintenance and custodial duties assigned to participants in the Community Work Program. Crews work in and around King County facilities or for other contract agencies throughout King County. Requires the ability to lift and move supplies (up to 50 lbs.) and prolonged standing and walking for extended periods of time overseeing and training in general landscape maintenance and custodial grounds work. The essential functions of this position are detailed on the second page of this announcement.

MINIMUM QUALIFICATIONS: Minimum of one year experience supervising adult offender population in a similar community work crew environment to include experience managing and coordinating work crew projects/functions, experience managing, motivating, supervising and directing offender population and others. Effective oral and written communication skills required. Proficiency in a second language is desirable/Spanish preferred.

NECESSARY SPECIAL REQUIREMENTS: Valid Washington State driver's license with ability to drive vehicle with trainer. Requires ability to lift and move supplies and equipment (up to 50 lbs.) and prolonged standing and walking for extended periods of time. Selected candidates must pass a thorough background investigation process which includes a polygraph, criminal history check, reference checks, psychological testing and evaluation; selected candidates must also pass a pre-employment physical. Candidates must successfully complete a six month probationary period.

UNION MEMBERSHIP: Local 519 SEIU Public Safety Non-Commissioned

CLASS CODE: 8691

CWP Work Crew Supervisor

DAJD Community Corrections Division – Community Work Program

Announcement #: 05RF4873

Open: 10/5/05 Close: 10/21/05

The essential functions of this position are outlined below. Please see front page of this announcement for application instructions and minimum qualifications. The required supplemental questionnaire is attached to this announcement.

Essential Functions:

1. Supervise, monitor, and coordinate the duties assigned to a group of 5 to 12 Community Work Program participants performing a variety of grounds maintenance and custodial activities.
2. Develop, plan, organize and schedule the work activities of the crew, provide instructions, inspect work for adherence to established instructions and work standards.
3. Act as the program representative in work with contract agency staff and the general public regarding program participants.
4. Educate and train participants and new employees in the execution of assigned duties and responsibilities.
5. Prepare and maintain records and reports related to program participants and crew work activities utilizing computers and various software programs. Prepare written reports regarding program participants, safety measures, accidents, and related activities.
6. Participate in the development of and/or recommend new policies and procedures to enforce and/or revise program activities and participant rules.
7. Assist division management in the efficient operation of crews and monitor performance of program participants.
8. Oversee the safety of crew participants and insure the proper use of equipment. Recommend corrective action to resolve unsafe working conditions.
9. Store and issue supplies and equipment, maintain records of supplies and equipment assigned to the program.
10. Perform cleaning and/or maintenance tasks as required by client contract obligations. Lift/move supplies/equipment (up to 50 lbs.), prolonged standing and walking for extended periods of time as required to oversee, demonstrate and/or perform general landscape maintenance and custodial ground work duties.

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Supplemental Questionnaire

In addition to the official King County application materials, please provide a concise written response to the following items indicating your background in each of the areas outlined below.

Please note: Your responses to this Supplemental Questionnaire will be rated separately. A resume will not substitute for the official County application forms or a detailed response to the following items.

- **Please provide a detailed description of your experience in each of the following elements, to include the bulleted sub-categories as applicable. Please print your full name at the top of each page you submit. Your response should be limited to no more than four pages.**

For each item and category listed, including the following as applicable:

- Your position title
- Inclusive dates during which you performed these functions
- Description of your role/responsibilities
- Size of group/crew you managed
- Type of work performed by the group/crew
- Your level of responsibility for managing/supervising the group/crew

1. Describe your experience managing and coordinating projects, including level of responsibility:

- Developing, planning and organizing work crew activities;
- Assigning activities to work groups/crews (including determining staffing needs and coordinating schedules);
- Serving as agency liaison to contract agencies, customers and the general public

2. General work crew/group project coordination experience:

- Conducting program orientation, educating and training participants
- Monitoring performance of participants on-site, in field
- Preparing and maintaining records/reports

3. Experience directly managing offender work groups or crews:

- Within a secure facility or in a confined/controlled area;
- Off-Site groups or crews: Outside a secure facility (i.e. public area ground crews or equivalent);
- General work group or crew supervision

4. Experience directly managing non-offender work groups or crews.

5. Experience working with special needs individuals/issues (i.e. mental health, learning disabilities, and alcohol/substance abuse/addiction).
6. Computer experience and/or training: Indicate the types of software, data base programs you have experience in and the functions you performed utilizing these programs.
7. General landscape/maintenance experience: Include your experience operating and maintaining small equipment (specify type of equipment utilized/maintained).